



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Maggie Brooks  
County Executive

Brayton McK. Connard, SPHR  
Director

**TITLE:** SENIOR ASSISTANT SUPERVISOR OF CLAIMS AND ACCOUNTS (\*Provisional Appointment)

**SALARY:** \$37,956 - \$48,616 annually

**LOCATION:** Monroe County Department of Finance

### **JOB SUMMARY:**

This is a supervisory position in the Department of Finance responsible for the management of client/vendor payables and receivables, reimbursement claiming, and financial analysis with an emphasis on functions pertaining to the Department of Human Services and the Department of Public Health. In addition to performing more complex accounting functions, duties involve working on special projects related to revenue maximization, cost reduction, and business process improvement. The employee reports directly to, and works under the general supervision of, an accounts receivable and/or payable supervisor or other higher-level staff member. General supervision is exercised over a staff of clerical and accounting personnel. Does related work as required.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Accounting, Finance, Public or Business Administration, plus two (2) years paid full-time or its part-time equivalent experience in an accounting field; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Accounting, Finance, Public or Business Administration, plus three (3) years experience as stated in (A) above; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Accounting, Finance, Public or Business Administration, plus five (5) years experience as stated in (A) above; OR,
- (D) Seven (7) years experience as stated in (A) above; OR,
- (E) Any equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

### **SPECIAL REQUIREMENTS:**

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

### **RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

#### **Send Civil Service Application to:**

Monroe County Department of Human Resources  
39 West Main Street - Room 210  
Rochester, NY 14614-1471

**Posting Deadline:** October 8, 2012

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.